

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET
WASHINGTON, D.C. 20503

March 6, 1965

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Implementation of responsibilities for the management
of automatic data processing (ADP)

1. This memorandum transmits (a) the Report on the Management of Automatic Data Processing in the Federal Government, which the President approved and transmitted to the Congress on March 2, 1965, and (b) Bureau of the Budget Circular A-71: Responsibilities for the administration and management of automatic data processing activities, March 6, 1965.
2. The report emphasizes that significant improvements can be made in the conduct of Government programs by the use of automatic data processing equipment. The electronic computer has already enabled the Government to make outstanding progress in its scientific programs, achieve greater effectiveness and major economies in its business-type operations, and provide improved service to the public. As further advancements are made in computer technology, and as our understanding of its use increases, the prospects for future accomplishments seem even greater. These opportunities for improvement require that the Government's efforts be directed toward the objectives of using this equipment creatively, as well as prudently and economically. The actions to be taken by the executive branch in accordance with the attached report will further our efforts in this regard.
3. The expansion of central policy guidance and assistance, which is recommended in the report, for the most part can best be accomplished through Government-wide efforts. Agencies, therefore, will be expected to support such efforts, and to contribute directly to their accomplishment when called upon to do so. Meanwhile, agencies should begin immediately to review their activities in light of the responsibilities specified in the attached circular, and take such steps as are necessary to meet these responsibilities in full. Existing Government-wide policies and guidelines, which will remain effective until formally revised, provide assistance in this respect. For convenient reference, the documents that contain these policies and guidelines are listed below:

- a. Bureau of the Budget Bulletin No. 60-6: Studies preceding the acquisition of ADP equipment (March 18, 1960).
- b. Bureau of the Budget Circular A-54: Policies on selection and acquisition of automatic data processing equipment (October 14, 1961).
- c. Bureau of the Budget Circular A-61: Guidelines for appraising agency practices in the management of automatic data processing equipment in Federal agencies (August 3, 1963).
- d. Bureau of the Budget Circular A-55: Annual reports on the utilization of automatic data processing equipment (November 15, 1963).
- e. Bureau of the Budget Bulletin No. 64-9: Establishment of an Experimental Computer Sharing Exchange and Computer Service Center at the National Bureau of Standards (January 2, 1964).
- f. Department of Commerce (National Bureau of Standards) letter to the heads of executive departments and establishments: Plans for Operation of Experimental Computer Sharing Exchange and Computer Service Center (January 17, 1964).
- g. General Services Administration Personal Property Management Regulation No. 36: Utilization Screening of Government-owned and -leased Electronic Data Processing Equipment (April 17, 1964).
- h. Bureau of the Budget Circular A-27: Policies and responsibilities on the sharing of electronic computer time and services (June 15, 1964).
- i. General Services Administration Federal Property Management Temporary Regulation No. A-1: Government-wide automatic data processing sharing program (November 27, 1964).



KERMIT GORDON
Director

Attachments

65-1223-1

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

MARCH 6, 1965

CIRCULAR No. A-71

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Responsibilities for the administration and management
of automatic data processing activities

1. Purpose. This Circular identifies certain responsibilities of executive agencies for the administration and management of automatic data processing (ADP) activities, and is intended to provide for maximum cooperation and coordination between and among the staff and operating agencies of the executive branch.
2. Scope. The ADP equipment affected by this Circular is that equipment identified in paragraph 2 of Bureau of the Budget Circular No. A-54, Policies on the selection and acquisition of automatic data processing (ADP) equipment, October 14, 1961.
3. Responsibilities of the Bureau of the Budget. The Bureau of the Budget will provide overall leadership and coordination of executive branch-wide activities pertaining to the management of automatic data processing equipment and related resources and will develop programs and issue instructions for achieving increased cost effectiveness through improved practices and techniques for the selection, acquisition and utilization of automatic data processing equipment and resources. In this connection, the Bureau of the Budget will:
 - a. Provide policies and criteria, procedures, regulations, information, technical advice and assistance to executive agencies.
 - ✓ b. Evaluate, through the review of agency programs and budgets and through other means, the effectiveness of executive agencies and the executive branch as a whole in managing automatic data processing equipment and resources.
 - c. Foster adequate Federal Government support of programs for developing voluntary commercial standards for automatic data processing equipment and techniques, arrange for the approval and promulgation of voluntary commercial standards when it is in the best interests of the Government to do so, and arrange for the development, approval and promulgation of Federal standards for automatic data processing equipment and techniques on an interim basis, or permanent basis, when voluntary commercial standards are not available or usable.

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d. Support the development and promulgation of standard data elements and codes in Government systems, when such data elements and codes are in common use in some or all executive agencies.

e. Encourage the use of advanced techniques in the design of data systems and support research in advanced system design through demonstration projects.

f. Advocate intra-agency and interagency integration of systems.

g. Sponsor the development of a system which provides to line and staff officials at all levels of Government the information needed for effective management of automatic data processing equipment and related resources.

4. Responsibilities of the General Services Administration. The General Services Administration is responsible for aiding in the achievement of increased cost effectiveness in the selection, acquisition and utilization of automatic data processing equipment and appropriate related resources and will perform the following functions:

a. In connection with the selection of automatic data processing equipment, provide to executive agencies, on request, comparative information on the characteristics and performance capabilities of equipment and on the contractual performance of the firms that supply equipment and programming aids to the Government.

b. In connection with the acquisition of automatic data processing equipment (1) provide Federal Schedules of Supply for renting, purchasing and maintaining automatic data processing equipment, for use by executive agencies each fiscal year, (2) take such steps as may be feasible and necessary to insure to the extent practicable, that the Federal Schedules of Supply for ADP equipment each year will be available for use on the first day of that year, and (3) through continuous study and negotiation, seek improvements in the terms, conditions, and prices stated in Federal Schedules of Supply for automatic data processing equipment and services.

c. In connection with the utilization of automatic data processing equipment (1) develop and publish guidelines and criteria governing the replacement of equipment to avoid usage of such equipment beyond the point of economic advantage, (2) provide overall coordination and leadership of the executive branch in fostering the effective utilization of excess, and disposal of surplus, automatic data processing equipment, including rented, leased or owned equipment, and promulgate such regulations as may be needed to insure effective Government-wide screening and utilization of excess ADP

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equipment; and, further, to plan and undertake appropriate measures for coping with emerging problems associated with the management of excess and surplus automatic data processing equipment, (3) prepare Government-wide inventory reports and other statistical information pertaining to ADP equipment utilization, based upon reports submitted in accordance with applicable Bureau of the Budget circulars; and, further, to cooperate in the continuous refinement and improvement of management information systems relating to automatic data processing activities, (4) exercise leadership for the executive branch in the development and operation of arrangements which are designed to promote the sharing and joint utilization of automatic data processing equipment time and services within and among the executive agencies, and obtain such information on sharing practices as is necessary to evaluate the sharing program on a Government-wide and regional basis, including acquisition of equipment in connection with joint utilization programs, and (5) provide policies, guidelines and evaluation criteria for use by executive agencies in the maintenance of automatic data processing equipment.

d. In connection with the standardization of automatic data processing equipment and techniques, (1) promulgate standard purchase specifications based upon ADP standards which have been approved for adoption by the Federal Government, and (2) support programs for the development of voluntary commercial or Federal standards as they pertain to automatic data processing equipment and techniques and coordinate these activities with other executive agencies similarly involved.

e. In connection with automatic data processing equipment used with data communications systems, insure that planning for the Federal Telecommunications System embraces consideration of the rising need for data communication facilities which provide for high-speed data transmission between computer-based systems.

5. Responsibilities of the Department of Commerce. The Department of Commerce is responsible for aiding in the achievement of increased cost effectiveness in the selection, acquisition and utilization of automatic data processing equipment, and in this connection will perform the following functions:

a. Provide advisory and consultative services to executive agencies on the methods for developing information systems based on the use of computers and the programming and languages thereof.

b. Undertake research on computer sciences and techniques, including system design, oriented primarily toward Government applications.

c. Provide day-to-day guidance and monitorship of an executive branch program for supporting the development, measurement and testing of voluntary commercial standards for automatic data processing equipment, techniques and computer languages.

d. Improve compatibility in automatic data processing equipment procured by the Federal Government by recommending uniform Federal standards for automatic data processing equipment, techniques and computer languages.

6. Responsibilities of the Civil Service Commission. The Civil Service Commission is responsible for providing executive branch-wide leadership and assistance in the personnel management and manpower aspects of automatic data processing. In this connection, the Commission will foster programs designed to:

a. Staff automatic data processing activities effectively by, among other things, (1) formulating position classification and qualification standards, (2) developing necessary special recruiting techniques, (3) devising improved testing and selection devices, and (4) stimulating and coordinating necessary training.

b. Educate executives and other key personnel to achieve greater effectiveness in ADP management.

c. Anticipate and minimize, to the greatest practicable extent, any adverse effects of automatic data processing upon the people involved.

d. Provide a medium within the executive branch to focus and coordinate preparation for the future personnel management and manpower effects and requirements of automatic data processing.

7. Responsibilities of the heads of executive agencies. The heads of all executive departments and establishments are responsible for the administration and management of their automatic data processing activities including:

a. Agency-wide planning, coordination and control of equipment utilization.

b. Determination and use of those equipment applications that offer the greatest return in terms of increased effectiveness in mission accomplishment and higher productivity.

c. Development of data systems that employ the use of the most advanced design techniques.

- d. Merger or integration of data systems irrespective of intra-agency or interagency organizational lines, when cost effectiveness in equipment utilization, data systems management, or program accomplishment can be increased.
 - e. Determination of automatic data processing equipment requirements. ✓
 - f. Sharing equipment time and services within the agency, and with other agencies through support of the Government-wide program for sharing exchanges; cooperation in the establishment of service centers and other interagency joint use arrangements.
 - g. Consideration of the potential impact of the introduction of ADP equipment on the agency work force and taking such steps as are necessary to alleviate adverse effects to the greatest extent practicable.
 - h. Participation in Government-wide studies and programs for improving the administration and management of automatic data processing activities in the executive branch.
8. Effective date. The provisions of this Circular are effective immediately.

KERMIT GORDON
Director

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TRANSMITTAL SLIP		DATE 3/12/65
TO: Mr. Warner, 7 D 01		
ROOM NO.	BUILDING	
REMARKS: FYI <i>AM</i> <i>File</i> <i>ADP</i> <i>beginner</i>		
FROM: D/BPAM		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957--O-439445

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